

SCHOOL APPLICATION CHECK LIST

TO PRINT ONLY THE SCHOOL APPLICATION – PRINT ONLY THE FIRST 3 PAGES

NOTE: Submit your application, fee and **ALL** needed forms 30 days prior to opening for review and scheduling an inspection.

- ☐ 1) Application – completed
 - a) List all partners, indicate General or Limited & enclose signed copy of partnership agreement; or
 - b) If a corporation or LLC Company enclose a copy of Articles of Incorporation or LLC papers.
 - c) Application must be notarized.
- ☐ 2) Fee \$600.00 ***Fee is non-refundable** (Cashier's Check or Money Order)
- ☐ 3) Surety Bond \$10,000.00
- ☐ 5) An unexecuted school and student contract
- ☐ 6) School catalogue includes:
 - a) Name and address;
 - b) Date of Publication;
 - c) Admission requirements and procedures;
 - d) Number of hours required and number of days required for course enrollment necessary to complete the hours required for the course(s);
 - e) Curriculum or course guidelines
 - f) Description of facilities & equipment;
 - g) Policies relating to tardiness, absences, vacation approval, make-up work, conduct, termination & other rules of the school;
 - h) Grading system;
 - i) Type of diploma awarded;
 - j) A schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction.
- ☐ 7) School inspection conducted by the Board. Demonstrate compliance with A.R.S. § 32-551 through § 32-575. (this will be scheduled when all paper work is completed and accepted by the board)

Must have posted in a school, upon inspection:

- Work done exclusively by students
- Price List
- Current License
- Instructor's License
- Inspection Sheet

Enclosed are the Arizona Revised Statutes and the Arizona Administrative Code-

("The rules in lavender will be in effect April 8, 2006. We are including them here for your information. If you wish a copy of the current rules for the pertinent numbers, please refer to the "Secretary Of State" link at http://www.azsos.gov/public_services/Title_04/4-10.htm . At this time the historical references may not be accurate".)

***Any questions please contact: Theresa Bunch at 480-784-4539 X238.

ARIZONA STATE BOARD OF COSMETOLOGY

1721 East Broadway • Tempe, AZ • 85282-1611

Phone (480) 784-4539 • Fax (480) 784-4962

www.azboc.gov

This application form must be complete. (Incomplete forms will delay licensure.)

SCHOOL LICENSE APPLICATION

TYPE OF SCHOOL: COSMETOLOGY ☐ NAIL TECH. ☐ AESTHETIC ☐

(✓ Cosmetology school only, if you are offering a full course)

FIRST LICENSE: ☐ LOCATION CHANGE: ☐ OWNER CHANGE: ☐

FEE: \$600.00 (NON-REFUNDABLE)

OWNER'S INFORMATION:

1) Applicant's Name: _____

Home Address: _____

Telephone# home: (____) _____ work: (____) _____

Federal Tax ID #: _____

2) Applicant is: ☐ individual ☐ partnership ☐ corporation

Have you ever applied for or owned a school in AZ? ☐ yes ☐ no

If yes, name of school _____

PARTNERSHIP INFORMATION:

(List **ALL** partners; indicate general or limited and enclose signed copy of partnership agreement)

Name	Title	Address	City	Zip
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Name	Title	Address	City	Zip
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CORPORATION INFORMATION: State of Incorporation

** If a corporation, submit articles of incorporation and a certificate of good standing from the Secretary of State Office. Names, titles and addresses of officers:

SCHOOL INFORMATION:

3) Name under which school is to be operated: _____

Address of the school: _____

City: _____ State: ARIZONA Zip Code: _____

School Phone #: (____) _____ Fax: (____) _____

School's email address: _____ Website address: _____

4) Name and address of licensed instructor in charge of the school:

Instructor's Arizona License #: _____

5) Date of proposed opening of school if a new school _____

6) Date assuming ownership change if an existing school _____

BOND INFORMATION

7) Name of Bond Company _____ Phone # (____) _____

Address City State Zip Code

Bond # _____ Expiration/renewal date _____

SCHOOL EQUIPMENT

8) _____ I understand that my signature below indicates my agreement that the establishment has equipment
(initial) required by statute and rules for the license type of school applying.

NOTARY:

I hereby certify by my signature that I am in compliance with A.R.S. Title 32, Chapters. 32-551 et seq. and A.A.C. R 4-10-501 et. seq.

Signature of Owner Title Printed Name Date

Subscribed and sworn to before me this _____ day of _____, 20 _____

Notary Public

SEAL:

If you have a disability and require reasonable accommodations to participate in our services, contact the ADA Coordinator at (480) 784-4539 at the Board office.

Shared\website forms\ forms w/fees/4-2003. 3/06 (web)

ARTICLE 5 SCHOOLS

32-551. School licenses; applications; requirements

- A. A person is entitled to a license to operate a school if:
1. He pays the prescribed fee. 2003
 2. He furnishes a surety bond in the amount of ten thousand dollars approved by the board and executed by a corporate bonding company authorized to do business in this state. The bond shall be for the benefit of and subject to the claims of the state for failure to comply with the requirements of this chapter and any student who fails to receive the full course of instruction required under this chapter.
 3. He submits to the board under oath an application for a school license on a form supplied by the board and other documentation required by the board in its rules.
 4. The proposed school passes an inspection by the board before it opens.
- B. An incomplete application shall be returned to an applicant within thirty days after the board receives it with the causes for the return. 1984

32-552. Transfer of ownership or location; change of trade name

- A. A school shall not be transferred from the name of one licensee to another or from one location to another or change its trade name without filing a new application and paying the prescribed fee.
- B. A school owner shall notify the board of any transfer of his school or change in the school's trade name within ten days after the transfer or change, submit a new license application for the school and pay the prescribed fee. 1984

32-553. Instruction Staff

Text of section as amended by Laws 200, Ch. 147, § 19, effective April 4, 2000

- A. Instructors shall not apply their time to private practice with or without compensation in a school.
- B. Students shall be under the constant supervision of an instructor.

32-554. Required display

Schools shall display the following in a conspicuous location:

1. The current school license.
2. The current licenses of instructors teaching in the school.
3. The latest inspection sheets. 1984

32-555. Equipment

A school shall contain sufficient equipment as prescribed by the board in its rules.

32-556. Separation of schools from other businesses

Text of section as amended by Laws 2000 ch. 147, § 20, effective April 4, 2000.

A school of any type, including a cosmetology school or otherwise, shall not be conducted with any other business, including a salon. A school of any type, included a cosmetology school or otherwise, and another business shall be separated by walls of permanent construction and not have doors or openings between them. A cosmetology school may offer for sale cosmetology products and related articles. 2000

32-557. Services for the public; restrictions

- A. Students may render services to the public only under the direct supervision of an instructor.
- B. The following notice shall be posted in a conspicuous place within the school in letters large enough to be read across the length of the room, "school of cosmetology- work done exclusively by students."
- C. A student in a school shall not receive a salary or commission from the school for any cosmetology, aesthetics or nail technology services while he is enrolled in the school as a student.
- D. A school shall post a price list for services rendered to the public which is large enough to be easily read from a distance of ten feet 1987

32-558. Student-school contracts

A private school is required to execute a contract between itself and a student in duplicate. The form of the contract shall be approved by the board. A contract between a school and a student shall bear the signature of the school official and the student or parent of guardian if the student is under eighteen years of age. A fully executed copy of the contract shall given to the student and the school shall keep the original copy. 1984

32-559 School catalogs

- A. A private school shall submit a copy of its official catalog to the board for board approval.
- B. A private school catalog shall contain the following:
 - 1. Name and address of the school.
 - 2. Date of publication.
 - 3. Admission requirements and procedures used by the school.
 - 4. Number of hours of training required for licensure.
 - 5. A brief outline of the curriculum offered by the school
 - 6. A description of the school's general physical facilities and equipment.
 - 7. Policies relating to tardiness, absences, make-up work, conduct, termination and other rules of the school.
 - 8. The grading system, including a definition of credit units if any.
 - 9. The type of document awarded on graduation from the school. 1984

32-560 Transfer procedures

A student who desires to transfer from one school to another shall execute an application for transfer form prescribed by the board. The transferring school shall complete the application for transfer in triplicate and forward the requested information to the board within three days after the student executes the application for transfer. 1984

32-561. Student records

A school shall keep records as prescribed by the board in its rules on file for each student enrolled or reenrolled in a school for a regular course, postgraduate course or additional hours.

1984

32-562 School inspections

The board shall inspect schools on a regular basis as it deems necessary. 1984

32-563 School closing

- A. Within five days after a school closes it shall notify the board by certified mail of the closure.
- B. Within ten days after a school closes it shall forward all student records to the board. 1984

32-564 School license renewal

- A. School licenses are renewable on or before June 30 of every year by meeting all the requirements for a school license and paying the prescribed renewal fee.
- B. A school owner who fails to renew his school license by June 30 of every year shall apply pursuant to § 32-551 and pay the prescribed fee and delinquent renewal penalty

R4-10-104. Application for License by Examination

A. An applicant for an aesthetics, cosmetology, nail technology, or instructor license by examination shall submit to the Board:

1. The applicable fees required for the practical and written examination and initial personal license in R4-10-102;
2. An application provided by the Board that contains:
 - a. A passport quality photo of the applicant;
 - b. The applicant's name, address, telephone number, Social Security number, gender, and birth date;
 - c. The name and address of each licensed school attended by the applicant;
 - d. The name of course completed, the name of the school where completed, and the starting date and date of graduation
 - e. If previously licensed by the Board, type of license, license number, license expiration date, and the name used on the license;
 - f. A statement of whether the applicant has ever had an aesthetics, cosmetology, nail technology, or instructor license suspended or revoked in any state or foreign country;
 - g. A statement by the applicant verifying the truthfulness of the information provided by the applicant and
 - h. The applicant's signature.

B. In addition to complying with the requirements in subsection (A), an applicant for an aesthetics, nail technology, or cosmetology license by examination shall:

1. Comply with A.R.S. § 32-510, 32-511, or 32-512 by submitting documentation of 10th grade equivalency
2. Comply with A.R.S. § 32-510, 32-511, or 32-512 by submitting a copy of one of the following:
 - a. If the applicant graduated from a course presented by a school licensed by the Board, a written statement signed by the administrator of the school that documents proof of graduation and completion of all required hours; or
 - b. If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended that includes the starting and ending dates, and a written statement signed by the

administrator of each school that documents proof of the total number of hours completed at the school, and, if applicable, proof of graduation.

C. In addition to complying with the requirements in subsection (A), an applicant for an instructor license by examination shall:

1. Comply with A.R.S. § 32-531 by submitting the following:
 - a. Documentation of required work experience;
 - b. Proof of current licensure in the profession in which experience was gained;
 - c. Proof of licensure during the period experience was gained; and
 - d. Proof of attainment of twenty-three years of age; or
 - e. Proof of high school equivalency.
2. If qualifying under A.R.S. § 32-531(3)(a), submit a copy of the following:
 - a. Documentation of graduation from a Board-licensed school by a certification of graduation on a form supplied by the Board including the starting and ending dates, total number of hours completed, and signature of the administrator of the school; and
 - b. If the applicant attended more than one licensed school in Arizona, a copy of a transfer application or certification of hours from each school attended, including the starting and ending dates, total number of hours completed, and signature of the administrator of the school.
3. Documentation of the work experience required by A.R.S. § 32-531 shall be signed by an owner or manager of a licensed salon, an individual, or a supplier of cosmetology products with personal knowledge of the applicant's licensed experience in the profession for which the applicant seeks an instructor license. The person providing the documentation verifying the applicant's experience shall also indicate the following:
 - a. Profession in which applicant gained the experience;
 - b. Starting and ending dates of applicant's experience in the profession;
 - c. Name of licensed salon and address where applicant gained experience in the profession; and
 - d. License number and name of the licensed individual completing the form; or

- e. Name, address, and telephone number of the individual completing the information.

Historical Note Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-104 renumbered to R4-10-108; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-108. Licensing Examinations

- A. The Board may complete a pre-screening review of examination qualifications, if requested, before the student graduates from a school, but the Board shall not approve the examination application until the student has completed a minimum of:
 - 1. 1450 hours of cosmetology training,
 - 2. 500 hours of aesthetics or nail technician training,
 - 3. 550 hours of cosmetology instructor training,
 - 4. 400 hours for aesthetics instructor training, or
 - 5. 250 hours of nail technician instructor training.
- B. After the Board completes the pre-screening, an applicant may receive an examination date, but the applicant is not allowed in the examination site until the applicant provides a certification of graduation. If the applicant fails to provide a certification of graduation by the date set for the examination or the applicant does not appear at the examination site at the scheduled examination time, the applicant forfeits the examination fee. A pre-screening review is not a substitute for an official agency acceptance or issuance of a license.
- C. If the applicant does not request an examination pre-screening review, the Board shall not consider an examination application until the applicant has received the hours required for graduation and has graduated from a school licensed by the Board.
- D. All examinations shall be held in the Board's examination center at the Board's office unless another location is designated by the Board in its written notice to the applicant.
- E. The Board shall notify applicants in writing of the time and place assigned for the examination.
- F. An applicant shall provide identification upon entering the examination center. Acceptable forms of identification include United States issued: passport, driver license, bank identification card, military identification, or government-issued identification card. Identification shall contain a photograph of the applicant.
- G. An examination shall consist of both written and practical sections and the practical sections shall include live demonstrations on a model as follows:
 - 1. An applicant shall perform a cosmetology or nail technology demonstration on a mannequin,
 - 2. An applicant shall perform a demonstration for an aesthetics examination on a person, and
 - 3. An applicant shall perform demonstrations for an instructor examination on a person for an aesthetics class or a mannequin for a cosmetology or nail technology class.
- H. An applicant shall comply with all infection control and safety standards required by R4-10-112 during the examination.
- I. An applicant who cannot appear for an examination as scheduled shall forfeit the examination fee. An applicant who arrives ~~to~~ at an examination site after a scheduled examination begins shall not be allowed to test at the scheduled time if an applicant arrives after the examination begins or fails to appear for a scheduled examination, the Board shall reschedule the examination upon payment of another examination fee. The applicant is allowed a one time cancellation of the examination test date if the applicant cancels at least 48-hours before the examination start time. The Board does not require another examination fee for rescheduling a canceled examination.
- J. An applicant shall supply equipment, supplies, tools or instruments, and a model as required.
- K. An applicant shall not use a current or former student in an aesthetics, cosmetology, or nail technology school as a model in the live demonstration of aesthetics or instructor examinations.
- L. Examination materials are not available for inspection or copying by any person nor shall any person attempt to obtain or provide examination materials.
- M. The applicant shall not bring and the examination administrator shall not allow written material or recording media in either the written or practical sections of the examination for aestheticians, cosmetologists, or nail technicians. The examination administrator may exclude other items from the written or practical sections of the examination that may impede the fair administration or security of the examination. An applicant who seeks to impede the fair

administration of an exam, or copies or asks for information from another applicant shall be dismissed from the examination and shall forfeit the examination fee. An applicant who has a blood spill that is not treated following proper blood spill procedures in R4-10-112 shall be dismissed from the examination and shall forfeit the examination fee.

- N. If an applicant passes the examination but does not apply for an original license within one year after the date of the examination, the Board shall void the examination scores.
- O. If application is made by reciprocity, the Board may accept a score on a written or practical examination from another jurisdiction if the examination:
1. Is the same national examination as that administered in Arizona,
 2. The score is at least the same as the passing score that was required by the Board at the time the applicant took the examination in the other jurisdiction, and
 3. The applicant provides the Board with documentation from the other jurisdiction to verifying the passing score and that the score was received within one year of the application for reciprocity.
- P. The Board shall conduct all examinations in English and applicants shall submit answers in English.

Historical Note Adopted effective April 9, 1996 (Supp. 96-2). Former Section R4-10-108 renumbered to R4-10-111; new Section R4-10-108 renumbered from Section R4-10-104 by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).

R4-10-201. Application for a School License; Renewal

- A. An applicant for a school license shall submit the documents required in A.R.S. § 32-551 and:
1. An application on a form provided by the Board, signed by the applicant, and notarized that contains:
 - a. The applicant's name, address, federal tax identification number, and telephone number;
 - b. If a partnership, each partner's name and address and an identification of whether a limited or general partner;
 - c. If a corporation, the state of incorporation and the name, title, and address of at least two officers of the corporation;

- d. The name under which the school will be operated as registered with the Secretary of State;
 - e. The name and Board-issued license number of the instructor in charge of the school;
 - f. If an existing school, the date the applicant will be assuming ownership; and
 - g. If a new school, the scheduled date for opening the school;
2. If a partnership, a copy of the partnership agreement;
 3. If a corporation, the articles of incorporation and a Certificate of Good Standing from the Corporation Commission.;
 4. A signed statement that the establishment has the equipment required by statute and rule for the school;
 5. An unexecuted contract form required by A.R.S. § 32-558;
 6. A schedule that includes the hours of each day and each day of a calendar week during which the school will be open for instruction;
 7. A proposed schedule of classes to be taught at the school;
 8. The name, address, and telephone number of the bonding company and a copy of the bond;
 9. A copy of all school policies and procedures;
 10. A school catalog that contains the information required by A.R.S. § 32-559 and
 - a. The number of days during course enrollment that are necessary to complete the hours for the course;
 - b. The days and hours of operation, vacation periods, and holidays;
 - c. A listing of policies regarding leaves of absence and vacation approval for students;
 11. Demonstrate evidence of compliance with A.R.S. §§ 32-551 through 32-575 and these rules through a school inspection conducted by the Board; and
 12. The fee required in R4-10-102.
- B. In addition to the requirements in R4-10-107, a licensee shall submit the following when renewing a license:
1. The most recent school catalog that:
 - a. Indicates where any modifications, additions, or deletions from the previously submitted catalog may be found;

- b. Contains an index that shows where the information required by A.R.S. § 32-559 is located in the catalog;
 - c. Contains the name of each accrediting or approving organization; and
 - d. Provides a signed statement that the establishment has the equipment required by statute and rule for the school.
 - 2. A subject description ~~of~~ for each new course and its schedule, if applicable;
 - 3. A new operating schedule if changes will occur beginning with the new license year;
 - 4. The name and address of any new statutory agent if the change will take effect with the new license year;
 - 5. The name and license number of the current licensed instructor in charge of the school; and
 - 6. The name, address, and telephone number of the bonding company, the bond number, the expiration date of the bond, and a copy of the bond.
- C. The owner of a school shall submit to the Board the terms and conditions of any management contract entered into for the school after the contract is executed;
- D. Within five days after a change occurs during the year, the owner of a school shall submit to the Board the subject description of any new course; the name of any new statutory agent; or any change to the catalogue, generic student contract, policies, procedures, hours of operation, or bond.
- Historical Note Adopted effective April 9, 1996 (Supp. 96-2). Section repealed; new Section adopted by final rulemaking at 5 A.A.R. 1791, effective May 18, 1999 (Supp. 99-2).**

R4-10-202. School Closure

- A. For purposes of A.R.S. § 32-563, the Board may consider a school to be closed if it fails for five consecutive school days to provide instruction in accordance with its schedule of operations on file with the Board.
- 1. All enrolled students and employees shall be notified by the school in writing of a pending closure at least five calendar days before closure of the school, unless the time of such closure could not have been anticipated. A copy of the notice shall be sent to the Board at the time it is delivered to the students and employees. The students' and employees' personal belongings, including equipment, tools, and implements shall be released to each student or employee immediately upon request.

- 2. Student records as specified by A.R.S. § 32-563 shall be sent to the Board within 10 calendar days after the school closure, including:
 - a. Copies of hour sheets documenting all student hours and the current time cards or time records received by the student after the last monthly report before the school closure as specified by R4-10-204;
 - b. A copy of the file of each student who was enrolled the last school day prior to closure as specified by R4-10-204. If a teachout was arranged with another school which agreed to complete the training, the student's file shall be transferred to that school; and
 - c. A written statement signed by each enrolled student verifying the school's compliance with subsection (A)(1) as it applies to students.
- B. Failure to comply with subsection (A) may be grounds for refusal to issue a school license to an owner, manager, director, or instructor of the school at the time of the school closure.

Historical Note Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-203. General School Requirements

- A. Aesthetics, cosmetology, and nail technology schools shall comply with R4-10-112 and have the following minimum facilities, equipment, supplies, and materials:
- 1. One area of instruction for every 20 students;
 - 2. A licensed instructor as manager or director;
 - 3. A desk, table and chair, or other instructional fixtures and facilities for each student during theory instruction;
 - 4. Filing cabinets to hold all school and student records;
 - 5. An instruction board in each room used for instruction;
 - 6. At least two cubic feet of an individual locked area with a different locking device for each enrolled student and each instructor to store personal objects and training kits;
 - 7. A sink area for each 50 students in attendance for the preparation, mixing, and dispensing of supplies and chemicals and for the disinfection of small tools or instruments;
 - 8. At least one rest room that meets the requirements of R4-10-112.
 - 9. Separate receptacles for garbage and soiled linens; and

10. One container for wet disinfectant for each student performing aesthetics and nail technology.
- B. The school shall furnish equipment, tools, instruments, materials, and supplies needed to perform assignments and for instructional purposes, except that the school may require each student to furnish small tools or instruments. All equipment, tools, and materials shall be salon quality and maintained in good repair at all times.
- C. The school shall have a library for student use which contains at least the following materials relating to the courses offered by the school:
 1. Standard dictionary;
 2. Medical dictionary;
 3. Anatomy chart on bones, muscles, nerves, hands, arms, nails, veins, arteries, circulatory system, hair, and skin;
 4. Three current periodicals on the art and science of cosmetology;
 5. Current cosmetology instruction manuals or textbooks;
 6. Current Arizona Cosmetology statutes and rules; and
 7. A cosmetology dictionary.
- D. Each school shall maintain a complete file on all current curriculum requirements.
- E. A school shall not pay a salary to an enrolled student other than a student instructor.
- F. A licensed school may offer a postgraduate or advanced continuing education cosmetology course, including theory and lab, to students currently enrolled in the school or currently licensed individuals without a licensed instructor present.
 1. A school shall not report post-graduate credit hours to the Board or apply the hours toward graduation.
 2. Currently enrolled students shall not perform services upon a person without an instructor present.
 3. A student file is not required for licensed individuals.
 4. Each licensee shall have the licensee's current Board-issued license number on site.
- G. An individual licensed by the Board may re-enroll in a licensed school for a refresher course as a current student. Credit hours for training received shall be submitted by the school to the Board.
- H. A school shall establish a periodic grading schedule and keep student transcripts current.
- I. A school shall schedule a minimum of four hours of theory classes each week for each full-time student and a minimum of two hours of theory classes each week for each part-time student.
- J. A school shall teach safety and infection control measures relating to each subject in conjunction with that subject.
- K. A school shall not solicit students for enrollment at other school sites.
- L. While teaching, instructors shall wear a tag indicating the instructor's name and courses taught.
- M. A school shall ensure compliance with the following:
 1. A student shall not attend school more than 56 hours in any one week.
 2. A student shall only operate safe equipment in good repair.
 3. A student of aesthetics, cosmetology, and nail technology shall perform services within the enrolled course, upon the public or fellow students, only in the presence of a licensed instructor and, except for shampooing, only after completing the basic training specified in R4-10-303, R4-10-304, and R4-10-305
 4. A school shall not prevent or discourage a student from making a complaint to the Board.
 5. A school shall not dismiss a student from a scheduled theory instruction or written or practical examination to perform clinical services for the public;
 6. While in school, each student shall wear a tag indicating the student's name and the course in which the student is enrolled; and
 7. If the school has a distant classroom, the school shall ensure that equipment for each classroom is the same as that required for each course of instruction in the school; and
 - a. Private postsecondary facilities shall not extend the school facilities beyond .5 miles apart as verified by Global Positioning System map readings;
 - b. Public educational facilities shall not extend the school beyond the school designated campus;
 - c. A duplicate Board-issued school license shall be posted in each distant facility;
 - d. Duplicate instructor licensees are not required; and
 - e. Clinic, retail, all public services, and appointments by the public are prohibited.

R4-10-204. School Records

- A. A school shall maintain a student's records at the school where the student is enrolled. The Board

may inspect the records at any time the school is open.

- B. When a student transfers from one school to another, the school from which the student is transferring shall:
 - 1. Keep a copy of the student's transcript,
 - 2. Forward one copy to the student and another copy to the Board within three days of the date of transfer, and
 - 3. Withdraw the student on the school records and the monthly report submitted to the Board.
- C. Each school shall keep:
 - 1. A complete and accurate record of the time devoted by each student to the enrolled course of study;
 - 2. A complete and accurate record that shows the school's basis for certification of the student hours. A school shall certify only those hours of training the student receives in that school or hours the school accepts as received in another state or country;
 - 3. A complete and accurate individual student file for each student enrolled containing:
 - a. Contract and enrollment agreement;
 - b. Financial aid transcript;
 - c. Proof of 10th grade equivalency for a student enrolled in an aesthetics, cosmetology, or nail technology course or proof of high school equivalency or 23 years of age for a student enrolled in an instructor course
 - d. Identification number;
 - e. Proof of one year of licensed work experience for a student instructor;
 - f. A statement signed by a school administrator and the student that provides a list of the supplies contained in the kit provided to the student. The contract shall set forth the contents of the kit including
 - i. The price of items contained in the kit;
 - ii. When the items shall be distributed;
 - iii. The manufacturer of the products;
 - iv. The retail value of the kit; and
 - v. A statement that if substitutions occur after the contract is signed, the substitutions shall be of comparable value; and
 - g. A record of completed hours, including proof of cosmetology, nail technology, aesthetics, or instructor hours earned in another state or country and accepted by the school; and
 - 4. Complete and accurate academic transcripts and attendance and hour records or time cards.
- D. The school shall electronically deliver to the Board a complete and accurate monthly report no later than the 10th day of each month. The monthly report shall include:
 - 1. For each student enrolled since the prior monthly report only:
 - a. Name;
 - b. Student identification number;
 - c. Enrollment date;
 - d. Address;
 - e. Telephone number;
 - f. Type of educational documentation that meets the requirements of R4-10-104;
 - g. Proof of hours received from another Board-licensed school, or a school in another state, or country, and certified by the school, if applicable;
 - h. Proof of crossover hours necessary to qualify for R4-10-306, if applicable; and
 - i. Birth date.
 - 2. The enrollment category of each student;
 - 3. The name, license number, and work schedule of the instructor in charge of the school, and name of the custodian of records;
 - 4. The name, license number, and work schedule of each instructor employed by the school;
 - 5. The signature of the instructor who prepares and certifies that the report is correct;
 - 6. The name of student instructors, the scheduled attendance, and the Board-issued license number for each student instructor;
 - 7. For each demonstration given, the name of the demonstrator, the name of the observing instructor, the name of the process or product demonstrated, the number of students in attendance, and the name of the course in which the demonstration was given;
 - 8. Hours received by each student for the prior month, the current month, and total cumulative hours. The school shall not amend total hours without satisfactory proof of error;
 - 9. Signature of each student verifying approval of the certified hours;
 - 10. The school's certification of the students who meet the graduation requirements of the school, including the day, month, and year of graduation; and

11. The notation "transferred," "withdrawn," or "leave of absence" for students who discontinue training, and the day, month, and year training was discontinued. The school shall provide certification to the student within one week of the hours earned by the student before the student withdraws or takes a leave of absence
- E. A school shall credit a student with additional hours earned after graduation if the student completes the required hours for graduation, registers for the Board examination, and stays in school until the date of the examination.

R4-10-205. Aesthetic School Requirements

- A. Schools that provide aesthetics 600-hour training for students, 500-hour training for instructors, or both, shall provide the following minimum facilities, equipment, supplies, and materials in addition to that required by R4-10-203 and R4-10-204:
 1. A work station for each student in attendance to perform aesthetics services to the public, each having:
 - a. A facial chair or table;
 - b. A table top that is 12" x 18" or larger;
 - c. A dry, disinfected, covered container to store disinfected tools and instruments and
 - d. A labeled receptacle for contaminated tools or instruments.
 2. One steamer machine for each group of four students in attendance during lab and two students in attendance during clinic;
 3. One microdermabrasion machine to be used at a non-invasive level;
 4. One magnifying lamp of at least 5 diopters each group of two students in attendance during lab and each group of four students in attendance during clinic;
 5. Cleansers;
 6. Massage medium;
 7. Toner;
 8. Exfolients and masks; and
 9. Depilatories.
- B. Each school shall provide a student training kit for each enrolled aesthetics student. The kit shall contain at a minimum, the following:
 1. One standard textbook for professional aestheticians;
 2. One copy of Arizona cosmetology statutes and rules;
 3. One disinfected, covered container to store disinfected tools and instruments as specified by R4-10-112; and

4. A container for contaminated tools or instruments.

R4-10-206. Cosmetology School Requirements

- A. Schools that provide cosmetology 1600-hour training for students, 650-hour training for instructors, or both, shall provide the following minimum facilities, equipment, supplies, and materials in addition to that specified by R4-10-203 and R4-10-204:
 1. A work station for each student in attendance performing cosmetology services to the public for a fee, each having:
 - a. A mirror that is at least 18" by 30" when performing services on a client;
 - b. A table top or counter;
 - c. A client chair;
 - d. A dry, disinfected, covered receptacle to store disinfected tools and-instruments, and
 - e. A container for contaminated tools or instruments;
 2. One shampoo basin for each group of 10 students in attendance during lab or clinic instruction;
 3. One hand-held hair dryer for each student in attendance during lab or clinic instruction;
 4. One hooded dryer for each group of 20 students in attendance during lab or clinic instruction;
 5. One high-frequency Tesla or violet-ray unit, including a facial and scalp electrode, for each group of 20 students in attendance during practical instruction;
 6. Two electric clippers in the school
 7. Depilatories;
 8. Chemical hair straighteners;
 9. One nail technology table with a 12" x 18" or larger top for each group of 10 students in attendance during practical instruction;
 10. A facial work station for each group of 10 students in attendance and receiving lab or clinic aesthetics instruction;
 11. A receptacle, large enough to completely immerse two feet; for each group of 10 students in attendance during lab or clinic nail technology instruction;
 12. Two nail drills for filing and buffing in the school; and
 13. Nail products for acrylics, gels, tips, wraps, and polishing.
- B. Each school shall provide a student training kit for each enrolled student a non-returnable student training kit. The kit shall contain at a minimum, the following:

1. One standard textbook for professional cosmetologists;
2. One copy of Arizona cosmetology statutes and rules;
3. One disinfected, covered container to store disinfected tools and instruments and
4. A container for contaminated tools or instruments.

Historical Note Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-207. Nail Technology School Requirements

- A. A school that provides nail technology 600-hour training for students, 350-hour training for instructors, or both, shall provide the following minimum facilities, tools, instruments, equipment, supplies, and materials, in addition to those required by R4-10-203 and R4-10-204:
 1. A work station to perform nail technology services for the public for each student in attendance containing:
 - a. A nail technology table with a top 32" x 16" or larger;
 - b. A client chair;
 - c. A nail technology chair or stool;
 - d. A disinfected, covered container to store disinfected tools and instruments as specified in R4-10-112;
 - e. A container with wet disinfectant as specified in R4-10-112;
 - f. A container for soiled tools or instruments as specified in R4-10-112;
 - g. A waste receptacle as specified in R4-10-112; and
 - h. A disinfectant for blood or body-fluid exposure as specified in R4-10-112.
 2. One container large enough to completely immerse two feet, for every five students in attendance during practical training;
 3. Nail products for acrylics, gels, tips, wraps, and polishing; and
 4. One ultraviolet light.
- B. Each enrolled nail technology student shall have a training kit containing:
 1. One simulated hand;
 2. Disinfected tools and instruments, including pusher, nipper, file or porous emery boards, tweezer, nail brush, and finger bowl;
 3. One covered container to store disinfected tools and implements as specified by R4-10-112;
 4. A container for soiled tools and instruments as specified in R4-10-112;
 5. A current instruction manual or textbook of nail technology, and Arizona cosmetology laws and rules;

6. Artificial nail enhancement kit with remover, wrap kit, two dappen dishes, polish kit, nail forms, finishing tools and instruments, and one brush product applicator; and
7. One electric nail file.

R4-10-208. Combined School Requirements

- A. A licensed school shall ensure that the following hours are taught to a student enrolled in the specific curriculum before allowing the student to graduate:
 1. Aesthetics course - 600 hours,
 2. Aesthetics instructor course - 500 hours,
 3. Cosmetology course- 1600 hours,
 4. Cosmetology instructor course - 650 hours,
 5. Nail technology course- 600 hours, and
 6. Nail technology instructor course - 350 hours.
- B. A school that provides training in all of the above courses shall have the minimum records, facilities, equipment, supplies, and materials required by:
 1. R4-10-203,
 2. R4-10-204,
 3. R4-10-205 except subsection (A)(1) is one work station for each two aesthetics students in attendance,
 4. R4-10-206, and
 5. R4-10-207 except subsection (A)(1) is one work station for each two nail technology students in attendance.
- C. A school that provides the curriculum specified in subsections (A)(3), (A)(4), (A)(5), and (A)(6) only shall have the minimum records, facilities, equipment, supplies, and materials required by:
 1. R4-10-203,
 2. R4-10-204,
 3. R4-10-206, and
 4. R4-10-207 except subsection (A)(1) is one work station for each two nail technology students in attendance.
- D. A school that provides the curriculum specified in subsections (A)(1), (A)(2), (A)(3), and (A)(4) only shall have the minimum records, facilities, equipment, supplies, and materials required by:
 1. R4-10-203,
 2. R4-10-204,
 3. R4-10-205 except subsection (A)(1) is one work station for each two aesthetics students in attendance, and
 4. R4-10-206.
- E. A school that provides the curriculum specified in subsections (A)(1), (A)(2), (A)(5) and (A)(6)

only shall have the minimum records, facilities, equipment, supplies, and material required by:

1. R4-10-203,
2. R4-10-204,
3. R4-10-205, and
4. R4-10-207.

Historical Note Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-209. Demonstrators; Exclusions

- A. A person who does not hold an instructor license shall not teach in a school but may demonstrate to enrolled students any process, product, or appliance when an instructor is present and observing the demonstration.
- B. When demonstrating on a model, the demonstrations shall be confined to an explanation of the products, procedures, and appliances being promoted.

Historical Note Adopted effective April 9, 1996 (Supp. 96-2).

ARTICLE 3. STUDENTS

R4-10-301. Instruction; Licensed Individuals

No hours toward licensing shall be granted for instruction unless it is part of the approved course training, provided by or in the presence of a licensed instructor in a licensed school, except that up to 16 hours of field trips may be granted toward licensing if the field trips for which those hours were granted were part of the approved course training, provided by or in the presence of a licensed instructor.

Historical Note Adopted effective April 9, 1996 (Supp. 96-2).

R4-10-302. Instructor Curriculum Required Hours

- A. Each student in an aesthetics, cosmetology, or nail technology instructor course shall complete the number of hours listed in Table 1:

Table 1. Instructor Curriculum (in hours)

Subject	Aesthetics	Cosmetology	Nail Technology
1. Orientation and Arizona laws and rules	8	8	8
2. Theory, Preparation, and Practice Curriculum Development Developing and Using Educational Aids Presentation Principles (Practical and Written) Classroom Management Evaluation, Assessment, and Remediation Methods (Practical and Written) Diversity in learning, (including cultural) Methods of Teaching Professional Development, (including ethics) Alternative Learning [see subsection (B)]	405	405	270
3. Lab (clinic) oversight	87	237	72
4. Total Hours	500	650	350

- B. Curriculum hours may be satisfied in part by completing a course at an accredited college or university described in R4-10-101(15)(c) and (d), for no more than nine credit hours for cosmetology or aesthetics and no more than six credit hours for nail technology and encompassing the subjects listed under Theory, Preparation, and Practice in subsection (A) with each college credit hour equaling no more than 30 clock hours.
- C. All instruction given by a student instructor shall be under the direct supervision and observation of a licensed instructor.

- D. A student instructor shall be counted as a student for the purpose of determining the maximum allowed ratio of 40 students during a theory class and 20 students during a lab or clinic for each licensed instructor in the school.
- E. A student instructor shall not instruct students or check student services performed on the public until the student instructor has received at least 80 hours of basic instructor training.

R4-10-303. Aesthetics Curriculum Required 600 Hours

- A. Each student in an aesthetics course shall complete the following curriculum:
 - 1. Theory of aesthetics, infection control, anatomy, physiology and histology of the body, diseases and disorders, and Arizona cosmetology laws and rules;
 - 2. Clinical and laboratory aesthetics including theory that involves all skin types:
 - a. Principles and practices of infection control and safety;
 - b. Recognition of diseases and the treatment of disorders of the skin;
 - c. Interpersonal skills and professional ethics;
 - d. Clinical and laboratory practice that includes face and body;
 - e. Morphology and treatment of skin, including face and body, by hand and machine;
 - f. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
 - g. Aesthetics machines, tools, and instruments and their related uses;
 - h. Alternative skin technology;
 - i. Pre- and post-client consultation, documentation, and analysis;
 - j. Spa body modalities;
 - k. Exfoliation modalities;
 - l. Body and face massage and manipulations;
 - m. Body and facial hair removal except by electrolysis or laser;
 - n. Cosmetic enhancement applications; and
 - o. Required industry standards and ecology, including monitor duties.
- B. An aesthetics school shall not receive remuneration for a student performing clinical services to the public until the student has received at least 120 hours of aesthetics training; and
- C. Each student shall be evaluated for progress and provided suggested remediation of deficiencies.

R4-10-304. Cosmetology Curriculum Required 1600 Hours

- A. Each student in a cosmetology course shall complete the following curriculum:
 - 1. Theory of cosmetology, infection control, anatomy, physiology and histology of the body, electricity, diseases and disorders, and Arizona cosmetology laws and rules; and
 - 2. Clinical and laboratory cosmetology including theory that involves nails, hair, and skin:
 - a. Principles and practices of infection control and safety;
 - b. Recognition of diseases and the treatment of disorders of the hair, skin, and nails;
 - c. Morphology and treatment of hair, skin, and nails;
 - d. Interpersonal skills and professional ethics;
 - e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
 - f. Cosmetology machines, tools, and instruments and their related uses;
 - g. Chemical texturizing;
 - h. Changing existing hair color;
 - i. Hair and scalp care;

- j. Fundamentals of hairstyling including braiding and extensions;
 - k. Body, scalp, and facial massage and manipulations;
 - l. Hair cutting fundamentals;
 - m. Fundamental aesthetics of the body and face;
 - n. Fundamentals of nail technology;
 - o. Clinical and laboratory practice that includes hair, skin, and nails;
 - p. Alternative hair, skin, and nail technology;
 - q. Pre- and post-client consultation, documentation, and analysis;
 - r. Body and facial hair removal except by electrolysis or laser;
 - s. Cosmetology technology; and
 - t. Required industry standards and ecology, including monitor duties.
- B. A cosmetology school shall not receive remuneration for a student performing any clinical services, except shampooing, to the public until the student has received at least 300 hours of cosmetology training; and
- C. Each student shall be evaluated for progress and provided suggested remediation of deficiencies.

R4-10-305. Nail Technology Curriculum Required 600 Hours

- A. Each student in a nail technology course shall complete the following curriculum:
 - 1. Theory of nail technology; infection control; diseases and disorders of the nails and skin; anatomy; physiology and histology of the limbs, nails, and skin structures; and Arizona state cosmetology laws and rules; and
 - 2. Clinical and laboratory nail technology including theory that involves nails, skin, and limbs:
 - a. Principles and practices of infection control and safety;
 - b. Recognition of diseases and the treatment of disorders of the nail and skin;
 - c. Massage and manipulation of the limbs;
 - d. Interpersonal skills and professional ethics;
 - e. Product pharmacology and chemistry interaction, formulation, composition, and hazards;
 - f. Nail technology machines, tools, and instruments and their related uses;
 - g. Clinical and laboratory practice that includes nails, skin, and limbs;
 - h. Pre- and post-client consultation, documentation, and analysis;
 - i. Manicuring, including use of nippers;
 - j. Pedicuring, including use of nippers;
 - k. Artificial nail enhancements (application and removal);
 - l. Alternative nail technology;
 - m. Electric file use;
 - n. Pedicure spa modalities;
 - o. Exfoliation modalities on limbs or the body; and
 - p. Required industry standards and ecology, including monitor duties.

- B. A nail technology school shall not receive remuneration for students performing clinical services to the public until the student has received at least 80 hours of nail technology; and
- C. Each student shall be evaluated for progress and provided suggested remediation of deficiencies.

R4-10-306 Curricula Hours

- A. Hours of training received in an aesthetics, cosmetology, or nail technology course do not apply toward receiving an instructor's license.
- B. Hours of training received in an instructor course do not apply toward receiving an aesthetician, cosmetologist, or nail technician license but may apply toward reactivation of an aesthetics, cosmetology, or nail technology license if the instructor hours are received after inactive status occurs.
- C. The following hours apply toward licensing:
 1. 30% of the hours of training received in a nail technology course toward a cosmetologist license;
 2. 30% of the hours of training received in an aesthetics course toward a cosmetologist license;
 3. 15% of the hours of training received in a cosmetology course toward a nail technician license;
 4. 15% of the hours of training received in a cosmetology course toward an aesthetician license;
 5. 50% of the hours of training received in a barber course toward a cosmetologist license;
 6. 100% of the hours of training received by a licensed cosmetologist in a nail technology instructor course toward an aesthetics instructor course; however, the remaining required hours shall be received in an aesthetics or cosmetology school;
 7. 100% of the hours of training received by a licensed cosmetologist in a nail technology instructor course toward a cosmetology instructor course; however, the remaining required hours shall be received in a cosmetology school;
 8. 100% of the hours of training received by a licensed cosmetologist in an aesthetics instructor course toward a cosmetology instructor course; however, the remaining required hours shall be received in a cosmetology school; and
 9. 100% of the hours of training received in a barber instructor course toward a cosmetology instructor course; however, the remaining required hours shall be received in a cosmetology school. One year of licensed barber experience is the same as one year of licensed cosmetology experience for the purpose of qualifying for the cosmetology instructor examination specified by A.R.S. § 32-531.
 10. Hours transferred to another course shall be used only once.
- D. At the completion of a course, the cumulative hours for students shall, at a minimum, conform to R4-10-301, R4-10-302, R4-10-303, R4-10-304, R4-10-305, and R4-10-306 as applicable.
- E. Infection control, disinfection procedures, and safety issues shall be taught with every subject and every procedure.

- F. Alternative learning hours are hours that a school may authorize to enable a student to pursue knowledge of cosmetology in an alternative format or location other than a salon. A school shall not credit a student with more than 20% of the total hours required for graduation, earned during enrollment at the school, as alternative learning hours.

Historical Note Adopted effective April 9, 1996 (Supp. 96-2).